

# STATE PERSONNEL BOARD CALENDAR



**SEPTEMBER 20, 2006**

**SACRAMENTO**

# State of California

## Memorandum

**DATE:** September 8, 2006

**TO:** ALL INTERESTED PARTIES

**FROM:** STATE PERSONNEL BOARD – Executive Office

**SUBJECT:** Notice and Agenda for the **September 20, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on September 20, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4<sup>th</sup> Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the September 20, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

**<http://www.spb.ca.gov/calendar.htm>**

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.



Karen Yu  
Secretariat's Office

Attachment



## **CALIFORNIA STATE PERSONNEL BOARD MEETING<sup>1</sup>**

801 Capitol Mall  
Sacramento, California

Public Session Location – 801 Capitol Mall  
Sacramento, California, Room 150  
Teleconference – 320 West 4<sup>th</sup> Street<sup>2</sup>  
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall  
Sacramento, California, Room 141  
Teleconference – 320 West 4<sup>th</sup> Street  
Los Angeles, California Suite 620

### **MID MONTH MEETING – SEPTEMBER 20, 2006**

<sup>1</sup> Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

<sup>2</sup>Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4<sup>th</sup> Street, Los Angeles, California.

**MID MONTH MEETING AGENDA<sup>3</sup>**

**SEPTEMBER 20, 2006**  
9:00 a.m. – 11:30 a.m.  
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(9:00 a.m. – 9:30 a.m.)**

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
- 3. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 4. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 5. REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

**(9:30 a.m. – 10:15 a.m.)**

- 6. SPECIAL HEARING – California State Personnel Board Staff**

Approximately nine of the forty largest state department directors will meet with the Board to review progress and efforts to comply with statutes pertaining to civil rights and equal employment opportunity.

**BREAK**

**(10:15 a.m. – 10:30 a.m.)**

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<sup>3</sup> The Agenda for the Board Meetings can be obtained at the following internet address:  
<http://www.spb.ca.gov/calendar.htm>

**CLOSED SESSION OF THE STATE PERSONNEL BOARD**

**(10:30 a.m. – 11:00 a.m.)**

**7. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.  
[Government Code Sections 11126(d), 18653.]

**8. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

**9. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.  
[Government Code sections 11126(e)(1) and 18653.]

International Union of Operating Engineers v. State Personnel Board,  
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

Patrick McCollum v. State of California  
United States District Court, Northern District of California  
Case No. C 04-03339 CRB

Service Employees International Union, Local 1000 (CSEA) v. California Office of State Printing, Department of General Services, et al., Sacramento County Superior Court Case No. 05CS01230.

Brian Van Slyke v. State Personnel Board, et al.  
Sacramento Superior Court Case No. 05CS01776

**10. RECOMMENDATIONS TO THE LEGISLATURE**

Deliberations on recommendations to the legislature.  
[Government Code section 18653.]

**11. RECOMMENDATIONS TO THE GOVERNOR**

Deliberations on recommendations to the Governor.  
[Government Code section 18653.]

**PUBLIC SESSION OF THE STATE PERSONNEL BOARD**

**(11:00 a.m. – Onwards)**

- 12. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF OCTOBER 10-11, 2006, IN SACRAMENTO, CALIFORNIA**

**BOARD ACTIONS:**

- 13. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF AUGUST 8, 2006**
- 14. EVIDENTIARY CASES - (See Case Listings on Pages 8–14)**
- 15. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 22–23)**
- 16. NON-EVIDENTIARY CASES - (See Case Listings on Pages 15–19)**
- 17. NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**

**NONE**

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<b>Title</b>	<b>Class Code</b>
Telecommunications Assistant	3010
State Security Officer	8358
* Forester I (Supervisory)	1071
* Chief Deputy Director, California Postsecondary Education Commission, C.E.A.	2498
* Staff Tax Auditor, Board of Equalization	4282
* Supervising Tax Technician I, Board of Equalization	1976

*\* Indicates classes which are part of a class series. Only the classification listed above will be abolished. The revised class specification for the series noting the elimination of the abolished class, is included in this board item.*

**18. STAFF CALENDAR ITEMS FOR BOARD INFORMATION**

**MEDICAL RECORD DIRECTOR**

The Office of the California Prison Healthcare Receiver proposes revisions to the Medical Record Director classification specification. The Receiver's revisions provide for use of the class within an institutional setting and do not impact current incumbents.

**19. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY**

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

**A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION**

**DEPUTY TOLL BRIDGE PROGRAM MANAGER**

The Department of Transportation proposes to allocate the above position to the CEA category. The Deputy Toll Bridge Program Manager is responsible for the administration and operation of the Department's Toll Bridge Program, including policy development and guidance for the strategic direction of the Program.

**ASSISTANT DEPUTY DIRECTOR OFFICE OF PROVIDER OVERSIGHT**

The Department of Managed Health Care proposes to allocate the above position to the CEA category. The Assistant Deputy Director Office of Provider Oversight is responsible for the overall management and operation of the Department of Managed Health Care (DMHC), Office of Provider Oversight.

**PROJECT DIRECTOR, DIVISION OF JUVENILE JUSTICE**

The Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Project Director, Division of Juvenile Justice will be responsible for leading the Department in achieving timely compliance, implementation, and administration of critical statewide programs as mandated by a 2004 court decree (Farrell lawsuit).



**B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS**

**OMBUDSMAN, KERN VALLEY STATE PRISON**

The Department of Corrections and Rehabilitation's proposal to allocate the above position to the CEA category has been approved effective August 29, 2006.

**ASSISTANT EXECUTIVE OFFICER**

The California Tahoe Conservancy's proposal to allocate the above position to the CEA category has been approved effective August 23, 2006.

**20. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

**21. WRITTEN STAFF REPORT FOR BOARD INFORMATION**

**22. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY**

**23. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 20–21)**

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

**A D J O U R N M E N T**

#### 14. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

##### A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **CASE NO. 00-3446A**

Appeal to set aside resignation

**Classification:** Police Office

**Department:** California State University, Fresno

Oral argument heard September 5, 2006.

Case ready for decision by FULL Board.

(2) **CASE NO. 05-1737RPA**

Appeal from dismissal

**Classification:** Psychiatric Technician Assistant

**Department:** Department of Developmental Services

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument July 11, 2006, Sacramento.

Oral argument heard July 11, 2006.

Case ready for decision by FULL Board.

(3) **CASE NO. 05-1287A**

**CASE NO. 05-1599A**

Appeal from five percent reduction in salary for six months and two work days suspension

**Classification:** Correctional Lieutenant and Correctional Sergeant

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected May 2, 2006.

Transcript prepared.

Pending oral argument July 11, 2006, Sacramento.

Oral argument heard July 11, 2006.

Case ready for decision by FULL Board.

- (4) **CASE NO. 05-1351A**  
Appeal from dismissal  
**Classification:** Youth Correctional Officer  
**Department:** Department of the Youth Authority
- Proposed decision rejected April 4, 2006.  
Transcript prepared.  
Pending oral argument August 8-9, 2006, Los Angeles.  
Oral argument continued.  
Pending oral argument September 5, 2006, Sacramento.  
Oral argument heard September 5, 2006.  
Case ready for decision by FULL Board.
- (5) **CASE NO. 04-1620PA**  
Appeal from dismissal  
**Classification:** Transportation Surveyor  
**Department:** Department of Transportation
- Petition for Rehearing granted April 4, 2006.  
Transcript prepared.  
Pending oral argument August 8, 2006, Los Angeles.  
Oral argument heard August 8, 2006.  
Case ready for decision by FULL Board.
- (6) **CASE NO. 05-0078A**  
Appeal from dismissal  
**Classification:** Workers' Compensation Payroll Auditor  
**Department:** State Compensation Insurance Fund
- Proposed decision rejected May 23, 2006.  
Transcript prepared.  
Pending oral argument September 5, 2006, Sacramento.  
Oral argument heard September 5, 2006.  
Case ready for decision by FULL Board.
- (7) **CASE NO. 04-2809PA**  
Appeal from dismissal  
**Classification:** Youth Correctional Counselor  
**Department:** Department of the Youth Authority
- Petition for Rehearing granted March 8, 2006.  
Transcript prepared.  
Pending oral argument August 8, 2006, Los Angeles.  
Oral argument heard August 8, 2006.  
Case ready for decision by FULL Board.

**B. CASES PENDING**

**ORAL ARGUMENTS**

**NONE**

**C. CHIEF COUNSEL RESOLUTIONS**

**COURT REMANDS**

This case has been remanded to the Board by the court for further Board action.

**NONE**

**STIPULATIONS**

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

**NONE**

**D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS**

**PROPOSED DECISIONS**

These are ALJ proposed decisions submitted to the Board for the first time.

**(1) CASE NO. 05-2820**

Appeal from dismissal

**Classification:** Transportation Engineer, Civil

**Department:** Department of Transportation

**(2) CASE NO. 05-0115**

Appeal from demotion

**Classification:** Program Manager I

**Department:** Employment Development Department

**(3) CASE NO. 05-2211**

Appeal from dismissal

**Classification:** Senior Tax Compliance Representative

**Department:** Employment Development Department

**(4) CASE NO. 05-2334**

Appeal from rejection during probationary period

**Classification:** Office Assistant (Typing)

**Department:** Department of Social Services

- (5) **CASE NO. 05-1474**  
Appeal from 60 calendar days suspension  
**Classification:** Painter II  
**Department:** Department of Corrections and Rehabilitation
- (6) **CASE NO. 06-0040**  
Appeal from rejection during probationary period  
**Classification:** Associate Information Systems Analyst  
**Department:** Department of Mental Health
- (7) **CASE NO. 05-3496**  
Appeal from five percent reduction in salary for three months  
**Classification:** Correctional Sergeant  
**Department:** Department of Corrections and Rehabilitation
- (8) **CASE NO. 05-3770**  
Appeal from 48 working days suspension  
**Classification:** Correctional Lieutenant  
**Department:** Department of Corrections and Rehabilitation
- (9) **CASE NO. 05-4526**  
Appeal from rejection during probationary period  
**Classification:** Licensing-Registration Examiner  
**Department:** Department of Motor Vehicles
- (10) **CASE NO. 06-1414**  
Appeal from constructive demotion  
**Classification:** Correctional Lieutenant  
**Department:** Department of Corrections and Rehabilitation
- (11) **CASE NO. 05-3422**  
Appeal from 30 calendar days suspension  
**Classification:** Program Technician II  
**Department:** Department of Health Services

**PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING**

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

**NONE**

**PROPOSED DECISIONS AFTER BOARD REMAND**

NONE

**PROPOSED DECISIONS AFTER SPB ARBITRATION**

**(12) CASE NO. 06-1774**

Appeal from three working days suspension

**Classification:** Officer, CHP

**Department:** Department of California Highway Patrol

**E. PETITIONS FOR REHEARING**

**ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

**(1) CASE NO. 04-2365P**

Appeal from dismissal

**Classification:** Offset Press Assistant

**Department:** Department of General Services

**(2) CASE NO. 04-2919ERP**

Appeal of discrimination and retaliation

**Classification:** Physician and Surgeon

**Department:** Department of Corrections and Rehabilitation

**(3) CASE NO. 05-2465P**

Appeal from dismissal

**Classification:** Toll Collector

**Department:** Department of Transportation

**WHISTLEBLOWER NOTICE OF FINDINGS**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

**F. PENDING BOARD REVIEW**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

**(1) CASE NO. 05-2596A**

**CASE NO. 05-2592A**

Appeal from formal reprimand and formal reprimand and five workday's suspension.

**Classification:** Physician and Surgeon, Correctional Facility

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected June 6, 2006.

Transcript prepared.

Pending oral argument September 5, 2006, Sacramento.

Oral argument continued

**(2) CASE NO. 05-3030A**

Appeal from constructive demotion

**Classification:** Office Technician

**Department:** Department of Developmental Services

Proposed decision rejected May 2, 2006.

Transcript prepared.

Pending oral argument August 8, 2006, Los Angeles.

Oral argument continued.

Pending oral argument October 31-November 1, 2006, San Diego.

**(3) CASE NO. 05-0638A**

Appeal from dismissal

**Classification:** Conservationist I

**Department:** California Conservation Corps

Proposed decision rejected September 5, 2006.

Pending transcript.

**(4) CASE NO. 04-1789APB**

Appeal for back pay

**Classification:** Correctional Officer

**Department:** Department of Corrections and Rehabilitation

Proposed decision rejected June 21, 2006.

Transcript prepared.

Pending oral argument October 31-November 1, 2006, San Diego.

- (5) **CASE NO. 05-4330A**  
Appeal from dismissal  
**Classification:** Custodian Supervisor II  
**Department:** Department of Corrections and Rehabilitation  
  
Proposed decision rejected June 21, 2006.  
Transcript prepared.  
Pending oral argument October 10-11, 2006, Sacramento.
- (6) **CASE NO. 05-1567A**  
Appeal from dismissal  
**Classification:** Housing Finance Specialist (General)  
**Department:** California Housing Finance Agency  
  
Proposed decision rejected July 11, 2006.  
Transcript prepared.  
Pending oral argument October 31-November 1, 2006, San Diego.  
Oral argument continued.
- (7) **CASE NO. 05-1875A**  
Appeal from rejection during probationary period  
**Classification:** Equipment Material Specialist  
**Department:** Department of Transportation  
  
Proposed decision rejected August 8, 2006.  
Transcript prepared.
- (8) **CASE NO. 05-0207PA**  
Appeal from constructive medical suspension  
**Classification:** Facility Captain  
**Department:** Department of Corrections and Rehabilitation  
  
Petition for Rehearing granted March 8, 2006.  
Transcript prepared.  
Pending oral argument August 8-9, 2006, Los Angeles.  
Oral argument continued.  
Pending oral argument October 10-11, 2006, Sacramento.



**16. NON-EVIDENTIARY CASES**

**A. WITHHOLD APPEALS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

**WITHHOLD FROM CERTIFICATION**  
**CASES HEARD BY A STAFF HEARING OFFICER**

**NONE**

**WITHHOLD FROM CERTIFICATION**  
**CASES NOT HEARD BY A STAFF HEARING OFFICER**

- (1) CASE NO. 05-1465**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; a negative law enforcement encounter.
- (2) CASE NO. 05-1976**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; gang related body markings.
- (3) CASE NO. 05-1342**  
**Classification:** Hospital Police Officer  
**Department:** Department of Mental Health  
**Issue:** Suitability; negative employment record.
- (4) CASE NO. 05-2283**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; felony conviction.
- (5) CASE NO. 05-0997**  
**Classification:** Medical Technical Assistant (MTA)  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability, omitted pertinent information, furnished inaccurate information and had a negative employment record.

- (6) **CASE NO. 05-1724**  
**Classification:** Youth Correctional Counselor  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information, had a negative employment record and non-compliance with legal obligations.
- (7) **CASE NO. 05-1199**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative driving record and an arrest/conviction record.
- (8) **CASE NO. 05-1106**  
**Classification:** Medical Technical Assistant  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted information and furnished inaccurate information.
- (9) **CASE NO. 05-1568**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information and had negative law contacts.
- (10) **CASE NO. 05-2249**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information, furnished inaccurate information and had a negative employment record.
- (11) **CASE NO. 05-1108**  
**Classification:** Communication Operator  
**Department:** Department of Mental Health  
**Issue:** Suitability; omitted information, furnished inaccurate information, had negative law enforcements contacts, and a negative driving record.
- (12) **CASE NO. 05-1227**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; negative employment record, and failure to comply with legal obligations.
- (13) **CASE NO. 05-0783**  
**Classification:** Cadet  
**Department:** California Highway Patrol  
**Issue:** Suitability; omitted pertinent information.

- (14) **CASE NO. 05-1160**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; omitted pertinent information and had illegal drug activity.
- (15) **CASE NO. 05-1691**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections and Rehabilitation  
**Issue:** Suitability; a negative employment and driving record, and does not meet legal requirements.
- (16) **CASE NO. 05-0595**  
**Classification:** Warehouse Worker  
**Department:** Franchise Tax Board  
**Issue:** Suitability; arrest/conviction record.
- (17) **CASE NO. 05-0598**  
**Classification:** Correctional Officer  
**Department:** Department of Corrections & Rehabilitation  
**Issue:** Suitability; ability to communicate effectively.

**B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS**

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- (1) **CASE NO. 05-3275**  
**Classification:** Fraud Investigator I, DHS  
**Department:** Department of Health Services  
**Issue:** The appellant does not meet the minimum psychological qualification standards for State Peace Officer employment under Government Code § 1031 (f) linked to poor stress tolerance and poor judgment.
- **CASE NO. 05-4157**  
**Classification:** Warden Cadet  
**Department:** Department of Fish and Game
  - **CASE NO. 06-0415N**  
**Classification:** Medical Technical Assistant  
**Department:** Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS**  
**MINIMUM QUALIFICATIONS**  
**MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

- (1) **CASE NO. 05-2500**  
**Classification:** Research Analyst I (Social/Behavioral)  
**Department:** Department of Motor Vehicles  
**Issue:** Whether appellant meets the minimum qualifications.

**D. RULE 211 APPEALS**  
**RULE 212 OUT OF CLASS APPEALS**  
**VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

- (1) **CASE NO. 05-2742**  
**Classification:** Staff Counsel  
**Department:** N/A  
**Issue:** Pursuant to Rule 211, the appellant is requesting approval from the SPB's Executive Officer to take a state examination after having been dismissed from state service.

**E. REQUEST TO FILE CHARGES CASES**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) **CASE NO. 05-3826**  
**Classification:** Custodian  
**Department:** Department of General Services  
**Issue:** The charging party requests to file charges against an employee of the Department of General Services
- (2) **CASE NO. 05-2145**  
**Classification:** Civilly Committed Patient at Atascadero State Hospital  
**Department:** Department of Mental Health  
**Issue:** The charging party requests to file charges against an employee of the Atascadero State Hospital.

- (3) **CASE NO. 05-2336**  
**Classification:** Civilly Committed Patient at Atascadero State Hospital  
**Department:** Department of Mental Health  
**Issue:** The charging party requests to file charges against employees of the Atascadero State Hospital.
- (4) **CASE NO. 05-4248**  
**Classification:** Health Facility Evaluator II  
**Department:** Department of Health Services  
**Issue:** The charging party requests to file charges against employees of the Department of Health Services
- (5) **CASE NO. 05-1507**  
**Classification:** Civilly Committed Patient at Atascadero State Hospital  
**Department:** Department of Mental Health  
**Issue:** The charging party requests to file charges against an employee of the Atascadero State Hospital.
- (6) **CASE NO. 05-2506**  
**Classification:** Civilly Committed Patient at Atascadero State Hospital  
**Department:** Department of Mental Health  
**Issue:** The charging party requests to file charges against an employee of the Atascadero State Hospital.
- (7) **CASE NO. 06-0876N**  
**Classification:** Employment Program Representative  
**Department:** Employment Development Department  
**Issue:** The charging party requests to file charges against employees of the Department of Transportation.
- (8) **CASE NO. 06-0527N**  
**Classification:** Union Representative  
**Department:** Department of Motor Vehicles  
**Issue:** The charging party requests to file charges against employees of the Department of Motor Vehicles
- (9) **CASE NO. 05-3191**  
**Classification:** Office Manager I  
**Department:** California Energy Commission  
**Issue:** The charging party requests to file charges against employees of the California Energy Commission

**PETITIONS FOR REHEARING CASES**

NONE

**SUBMITTED**

**1. TEACHER STATE HOSPITAL (SEVERELY), ETC.**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)**

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

**3. TELEVISION SPECIALIST (SAFETY)**

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

**4. HEARING – Personal Services Contract #04-03**

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

**5. HEARING**

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

**6. HEARING – Public Hearing Regarding State Employment Application (STD. 678 (Rev/ 12/2001))**

Should the Instructions section of the state employment application, pursuant to Richard Toby (2001) SPB Dec. No. 01-04, clarify whether employees who have been rejected during their probationary period be required to answer "Yes" to Question No. 5 of the employment application? (Hearing held July 11, 2006.)

**7. CASE NO. 05-1737RPA**

Appeal from dismissal. Psychiatric Technician Assistant. Department of Developmental Services. (Oral argument held July 11, 2006.)

**8. CASE NO. 05-1287A &  
CASE NO. 05-1599A**

Appeal from five percent reduction in salary for six months and two work days suspension. Correctional Lieutenant and Correctional Sergeant. Department of Corrections and Rehabilitation. (Oral argument held July 11, 2006.)

**9. CASE NO. 05-2209A**

Appeal from dismissal. Correctional Officer. Department of Corrections and Rehabilitation. (Oral argument held August 8, 2006.)

**10. CASE NO. 04-1620PA**

Appeal from dismissal. Transportation Surveyor. Department of Transportation. (Oral argument held August 8, 2006.)

**11. CASE NO. 04-2809PA**

Appeal from dismissal. Youth Correctional Officer. Department of the Youth Authority. (Oral argument held August 8, 2006.)

**12. CASE NO. 05-1351A**

Appeal from dismissal. Youth Correctional Officer. Department of Corrections and Rehabilitation (formerly Department of the Youth Authority). (Oral argument held September 5, 2006.)

**13. CASE NO. 05-0078A**

Appeal from dismissal. Workers' Compensation Payroll Auditor. Workers Compensation Insurance Fund. (Oral argument held September 5, 2006.)

**14. CASE NO. 00-3446**

Appeal to set aside resignation. Police Officer. California State University, Fresno. (Oral argument held September 5, 2006.)

**NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.



**GOVERNMENT CODE SECTION 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

\* \* \* \* \*



1

(Cal. 09/20/06)

TO: Members  
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry Evans  
Director of Legislation

(Cal. 09/20/06)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommends the following actions be taken:

- A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**
- NONE**
- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES. WHEN CLASSES ARE PROPOSED TO BE ABOLISHED WHICH ARE PART OF A CLASS SERIES, AND OTHER CLASSES WITHIN THE SERIES WILL CONTINUE TO BE USED, THE CLASS SPECIFICATION IS INCLUDED IN THE BOARD ITEM.**

Page

201

Title	Class Code
Telecommunications Assistant	3010
State Security Officer	8358
* Forester I (Supervisory)	1071
* Chief Deputy Director, California Postsecondary Education Commission, C.E.A.	2498
* Staff Tax Auditor, Board of Equalization	4282
* Supervising Tax Technician I, Board of Equalization	1976

*\* Indicates classes which are part of a class series. Only the classification listed above will be abolished. The revised class specification for the series noting the elimination of the abolished class, is included in this board item.*

## CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

## FORESTER

Series Specification  
(Established November 1, 1972)

SCOPE

This series specification describes ~~five~~ four Forester classes used in the Department of Forestry and Fire Protection.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BY80	1054	Forester I (Nonsupervisory)
BY78	<del>1071</del>	<del>Forester I (Supervisory)</del>
BY75	9721	Forester II (Nonsupervisory)
BY70	1042	Forester II (Supervisory)
BY60	1041	Forester III

DEFINITION OF SERIES

The Forester series describes professional work concerned with forest, range, and watershed management which is accomplished by providing encouragement, advice, and assistance to landowners; regulating use; demonstrating good wildland management; and seeking through research and studies the necessary knowledge to utilize and protect forest, range, and watershed lands while protecting all forest benefits. Foresters are also required to assist in the suppression of fires and the rehabilitation of lands and their natural resources caused by such incidents.

Work assignments involve the planning, development, and administration of resource management programs; surveys, research, and demonstration projects in the fields of forest pest protection, reforestation, and forest nursery operations; mapping and inventory of wildland soils and vegetation; emergency revegetation; brush range improvement; forest practice inspection and regulation; State forest management; studies in forest economics, engineering, genetics, and appraisal; watershed management; environmental protection; forest products utilization; forest improvement; environmental review; forest policy; urban forestry; vegetation management; and land-use planning. Individuals entering the series must pass the Basic Fire Control Training Course prior to the end of probation.

JOB CHARACTERISTICS

Certain positions in these classifications require peace officer status as a condition of appointment and continued employment.

ENTRY LEVELS

Entry into this series is typically at the ~~elasses~~ class of Forester I (Nonsupervisory) and ~~Forester I (Supervisory)~~. The class of Forestry Assistant II also provides preparation for promotional entry. Promotion from fire suppression classes is also provided.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety and complexity of work, nature of public contact, supervision received and exercised, latitude for independent judgment and action, and responsibility for decision; geographic responsibility area; and degree of administrative responsibility, program control, and influence on methods and program direction.

DEFINITION OF LEVELS

## FORESTER I (NONSUPERVISORY)

This is the entry and first working level. Incumbents perform difficult, professional forestry duties in connection with forest, range, and watershed management activities. At the ranger unit level, incumbents enforce regulations, carry out policy, and serve in Forest Practice, Vegetation Management, Forestry Assistance, or other Resource Management assignments. In some ranger units, single positions function as Unit Foresters, responsible for the full range of Resource Management functions. Incumbents may also be responsible for a segment of operations at a large State Forest or Nursery. In region or headquarters assignments, incumbents serve as staff specialists or assistants responsible for activities of a major resource management program such as Forest Practice, Forest Management, or Urban Forestry. Incumbents may also serve as relief Battalion Chiefs.

~~FORESTER I (SUPERVISORY)~~

~~This is the first working level supervisor. Incumbents perform difficult, professional forestry duties and supervise Forestry Assistants and Technicians in carrying out forest, range, and watershed management activities. Foresters I (Supervisory) may have in charge responsibility at a State Forest or Nursery. In ranger units with large Resource Management staffs and in some regional programs, incumbents may serve as first level supervisors of Forestry Assistants and Technicians. Incumbents may also serve as relief Battalion Chiefs.~~

## FORESTER II (NONSUPERVISORY)

This is the staff specialist level. Incumbents perform the more difficult, professional forestry duties in connection with forest, range, or watershed management activities. At region or headquarters, incumbents function as staff specialists in charge of a segment of a major resource management program such as Forest Practice or Forest Management. Incumbents may also serve as ranger unit duty officers.

## FORESTER II (SUPERVISORY)

Foresters II (Supervisory) perform the more difficult, professional forestry duties in connection with forest, range, or watershed management activities, and interpret regulations and policy to ensure consistency in application by Foresters I. In ranger units with large Resource Management staffs, Foresters II (Supervisory) supervise two or more staff, which includes ~~Foresters~~ Forester I (Supervisory) and (Nonsupervisory) and which may include Forestry Assistants or Technicians. At the largest State Forest, Foresters II (Supervisory) serve as ~~second~~ first level supervisors in charge of a segment of State Forest operations. In region or area offices and at ranger units with large resource management staffs, Foresters II (Supervisory) serve as THP Review Team Chairpersons. In region or area offices, Foresters II (Supervisory) supervise staff in performing the activities of a major resource management program. Incumbents may also serve as ranger unit duty officers.

## FORESTER III

Foresters III perform complex duties such as responding to inquiries from legislators, advocate/civic groups, and citizens; administering a region or statewide resource management program; and supervising the review and processing of timber harvesting plans. Foresters III may have in-charge responsibility for the largest State Forest. Foresters III are responsible for planning, organizing, and directing the forest, range, and watershed management activities in an administrative area. Foresters III ~~may~~ supervise a staff of Foresters.

MINIMUM QUALIFICATIONS

## ALL LEVELS:

Breadth of experience through a variety of job assignments is a factor in planned manager development in the Department of Forestry. Although Foresters develop highly specialized assignments at higher levels, rotation in assignment is anticipated at all levels within the series.

## FORESTER I (NONSUPERVISORY)

~~FORESTER I (SUPERVISORY)~~Either I

Possession of a valid license as a professional Forester issued by the California State Board of Forestry or possession of an authorized letter from the California State Board of Forestry, Professional Foresters Registration, to compete in the Registered Professional Forester exam. (Applicants with an authorization letter from the California State Board of Forestry, Professional Foresters Registration, will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment.)

Or II

Experience: Two years of experience performing the duties of a Forestry Assistant II in the California state service. and

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

Or III

Experience: One year of experience performing the duties of a Forestry Assistant II in the California state service and six months of forestry work requiring professional skill. (Graduation from college with specialization in forestry, range management, or a closely related natural resource field may be substituted for the six months of forestry work.) and

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

Or IV

Experience: Either

1. Three years of experience in the California state service performing forestry work requiring professional skill, fire prevention, or supervising fire suppression work in a class comparable in level to a Forestry Assistant II. or
2. Two years of experience in forestry work requiring professional skill involving one of the following: management of a forest area; appraising forest resources; harvesting forest products; regulating forest practices; controlling forest pests; reforestation or tree nursery production; urban forestry; or range and watershed management duties. (Graduate work in forestry may be substituted for up to one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college with specialization in forestry, range management, or a closely related natural resource field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.) and

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry (applicants who do not possess the required license will be admitted to the examination, but they must secure the license before they will be considered eligible for appointment).

FORESTER II (NONSUPERVISORY)  
FORESTER II (SUPERVISORY)

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry. and  
Either I

Experience: Two years of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester I (Nonsupervisory) ~~or a Forester I (Supervisory)~~.

Or II

Experience: Three years of experience in forestry work requiring professional skill involving management of a forest area appraising forest resources, harvesting forest products, regulating forest practices, controlling forest pests, reforestation or tree nursery production, or range and watershed management duties. (Graduate work in forestry may be substituted for up to one year of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college with specialization in forestry, range management, or a closely related natural resource field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

FORESTER III

License Requirement: Possession of a valid license as a professional Forester issued by the California State Board of Forestry. and

Experience: One year of experience in the California state service performing forest, range, or watershed management duties in a class comparable in level to a Forester II (Supervisory) or a Forester II (Nonsupervisory).



KNOWLEDGE AND ABILITIES

## FORESTER I (NONSUPERVISORY)

Knowledge of: Forest and range management principles and practices; California vegetative types, soil, climatic conditions, and plan ecology; forest mensuration, timber appraisal, land surveying, mapping, and forest harvesting methods and practices; tree nursery production, distribution, reforestation, and forest pest control; identification and protection of archaeological sites; wildland fire protection; watershed management and erosion control methods; California forest and fire laws, forest engineering, photogrammetry, and use and applications of remote sensing imagery.

Ability to: Interpret and apply technical standards and make decisions based on available data; make inspections and investigations and prepare technical reports of findings; use clear and concise expression in oral presentations, written reports, and correspondence; identify and protect archaeological sites; and work effectively with timber operators and landowners.

~~FORESTER I (SUPERVISORY)~~

~~Knowledge of: All of the above, and principles of effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.~~

~~Ability to: All of the above, and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.~~

## FORESTER II (NONSUPERVISORY)

Knowledge of: All of the above ~~(except supervisory responsibilities)~~, and technical forest, range, and watershed management literature; forest economics; and forest policy.

Ability to: All of the above ~~(except supervisory responsibilities)~~, and accept increasing responsibility and accomplish objectives without close guidance and review.

## FORESTER II (SUPERVISORY)

Knowledge of: All of the above, and principles of effective supervision; and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and demonstrate leadership; effectively plan and organize work programs; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## FORESTER III

Knowledge of: All of the above, and policies, objectives, and standards established by the Board of Forestry; conservation programs and forest and wildland management as practiced in California; research and statistical methodology; principles of personnel management; training; and budgeting.

Ability to: All of the above, and demonstrate leadership, analyze problems, and design systems for project organization and problem solving; do technical writing and editing for publication; effectively communicate with local government and the private sector; and effectively plan and organize work programs.

ADDITIONAL DESIRABLE QUALIFICATIONS

## ALL LEVELS:

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

SPECIAL PERSONAL CHARACTERISTICS

## ALL LEVELS:

Willingness to work long and irregular hours in remote parts of the State, and during the fire season, to remain available for duty assignments 24 hours a day as required. Ability to meet physical and medical standards established by the Department of Forestry and Fire Protection; and color vision and visual acuity sufficient to perform the duties of the position.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Forester I (Nonsupervisory)	9/4/34	5/18/99	11/5/96
<del>Forester I (Supervisory)</del>	<del>11/5/96</del>	<del>5/18/99</del>	—
Forester II (Nonsupervisory)	1/18/95	11/5/96	--
Forester II (Supervisory)	10/20/31	11/5/96	11/5/96
Forester III	5/2/52	11/5/96	5/21/64

ccd/sks

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

POSTSECONDARY EDUCATION PROFESSIONAL  
Series Specification  
(Established July 11, 1979)

### SCOPE

This series specification describes the professional classes used by the California Postsecondary Education Commission. These classes are used for positions responsible for planning, coordinating, and policy analysis for all facets of postsecondary education in California.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
EL68	2566	Associate In Postsecondary Education Studies
EL70	2506	Senior Associate In Postsecondary Education Studies
EL69	2591	Chief Associate In Postsecondary Education Studies
EL13	2626	Postsecondary Education Manager, California Postsecondary Education Commission
EL12	2592	Postsecondary Education Manager, California Postsecondary Education Commission, CEA
EL11	2629	Chief Deputy Director, California Postsecondary Education Commission
EL10	2498	<del>Chief Deputy Director, California Postsecondary Education Commission, CEA</del>

### DEFINITION OF SERIES

Persons in these classes provide planning, leadership, coordination, and independent advice for all facets of postsecondary education in California, including the University of California, the California State University, the California Community Colleges, the private colleges and universities, and the private vocational schools; plan, conduct, and supervise studies in such areas as educational equity, faculty representation, student flow, preparation of a five-year State plan for postsecondary education, the need for and location of new institutions and campuses of public higher education, proposals by the public segments for new programs, evaluation of the program review processes of the segments, projecting and identifying societal and educational needs and encouraging adaptability to change, funding, and coordination of a program to encourage innovative educational programs by institutions of postsecondary education, the need for and availability of postsecondary programs for adult and continuing education, and evaluation of the effectiveness of all aspects of postsecondary education; the review of all proposals for changes in

eligibility pools for admission to public institutions and segments of postsecondary education, and report on the financial condition of independent institutions, their enrollment and application figures, the number of student spaces available, and the respective cost of utilizing those spaces as compared to providing additional public spaces; supervise task forces composed of educators, research workers, specialists, and others performing studies in postsecondary education in California; participate in appropriate stages of the executive and legislative budget processes; develop a comprehensive data base insuring comparability of data from diverse sources and develop a clearinghouse for postsecondary education; assist in the organization, preparation, delegation, and review of comprehensive staff studies and projects; develop recommendations and provide independent advice to the Governor and the Legislature on postsecondary education matters; make presentations to the Governor, the Legislature, other State officials, and educators on matters related to programs and policies of postsecondary education in California; direct, coordinate, and supervise the review and evaluation of education program proposals funded under Federal programs administered by the Commission; attend and participate in professional conferences and committees concerned with the development or implementation of regulations, policies, and procedures affecting postsecondary education; supervise and train subordinate staff; represent the Executive Director and the Commission at meetings and conferences, as assigned; and perform other related duties as required.

#### FACTORS AFFECTING POSITION ALLOCATION

The scope and level of responsibility assigned for planning and conducting research studies and making recommendations regarding postsecondary education in California; the scope and level of responsibility assigned for directing, coordinating, and supervising the review and evaluation of proposed educational projects and federally funded programs; independence, and level of expertise required for performing tasks; the impact of error on policy recommendations; the level and scope of responsibility for program and policy development; the impact of recommendations on statewide postsecondary education programs; the extent of involvement in the legislative and administrative executive decision-making process; and the degree of lead, supervisory, and managerial responsibility.

Positions in the Postsecondary Education Manager, CEA, and ~~Chief Deputy Director, California Postsecondary Education Commission, CEA,~~ classes class shall only be filled by either civil service employees who have permanent status, or by qualified Legislative employees. Positions in the Postsecondary Education Manager, and Chief Deputy Director, California Postsecondary Education Commission, classes shall only be filled by individuals from outside of State service who do not possess permanent civil service status, or by legislative employees who have less than two consecutive years of service.

DEFINITION OF LEVELS

## ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

This is the entry and first working level of the series. It is used as a recruiting and developmental class for analytical research work in one or more functional areas of the California Postsecondary Education Commission. Incumbents work under supervision (the degree of supervision depending upon difficulty of assignment) while performing the less complex, professional work associated with conducting postsecondary education studies. Positions are permanently allocated to this class when a major portion of tasks performed do not include the more difficult assignments found in the full journey person level. Incumbents may also assist a higher level Associate on a specific phase of a more complex project.

## SENIOR ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

This is the full journey level in the series.

Under direction, incumbents exercise independent judgment in the performance of their duties. They perform the complex, sensitive postsecondary education studies requiring the direction and coordination of a task force, conducting research analysis that has academic, fiscal, or legislative policy impact and may assist a higher level Associate on a specific phase of the most complex projects. They may also act as lead person over lower level Associates.

## CHIEF ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

This is the highest level Associate and expert level in the series. Under administrative direction, incumbents formulate Commission policies and recommendations for assigned postsecondary education studies. Incumbents are part of the management team for ad hoc studies, executive policy review, policy research, planning, and evaluation for the most comprehensive, complex, and sensitive assignments which are under scrutiny by the Governor and the Legislature. Incumbents may exercise project supervision over other outside professional educators, technicians, and consultants retained by the Commission in the conduct of studies not necessarily requiring a full task force approach, but of such consequence and complexity that management-level competence is required. Incumbents have the responsibility for representing the Executive Director and the Commission on committees and at State meetings and conferences with high-level college and university administrators and State and Federal officials on matters related to policy and procedure. Incumbents present research results to the Commission and to national research groups; inform and broaden the State's perspective on all facets of educational matters. Positions at this level are filled by

individuals who have demonstrated outstanding nationwide competence in a specific area of postsecondary education as well as subject-matter generalists. This class shall only be allocated to the Academic Programs and Financial Programs Divisions.

POSTSECONDARY EDUCATION MANAGER  
POSTSECONDARY EDUCATION MANAGER, CEA

As a Division Chief in charge of Academic, Financial, or Legislation and Budget Review Programs, this level is the full supervisory and managerial level in the series. Under administrative direction, incumbents are responsible for planning, directing, coordinating, supervising, and managing professional staff. Incumbents also function as members of the Commission's Executive Staff, formulate Commission policies and recommendations in their area of responsibility, and provide leadership and assistance to the public and educational segments. Incumbents in this class have a major responsibility for representing the Executive Director and the Commission on committees, at meetings attended by State and Federal officials on matters related to policy and procedure and with the Governor's Office, the State Legislature, and the Federal Congress. Incumbents in this class report directly to the Executive Director/Chief Deputy Director, California Postsecondary Education Commission.

CHIEF DEPUTY DIRECTOR, CALIFORNIA POSTSECONDARY EDUCATION COMMISSION  
~~CHIEF DEPUTY DIRECTOR, CALIFORNIA POSTSECONDARY EDUCATION COMMISSION,~~  
CEA

This level functions as the Chief Deputy Director for the Commission. The incumbent is responsible for overseeing, planning, organizing, directing, and coordinating the work of division-level management staff of the Commission. The position reports to the Executive Director, acts in his/her absence, and assists him/her in the formulation and implementation of Commission policies and programs, including governance, structure, and organization of postsecondary education in California. The Chief Deputy Director represents the Executive Director with top level administrators and officials of the executive and legislative branches of the Federal, State, and local government, and of the segments of postsecondary education, as assigned.

#### MINIMUM QUALIFICATIONS

##### ALL LEVELS:

Education: Possession of an earned bachelor's degree, preferably supplemented by an earned master's or doctorate degree, granted by an

accredited college or university, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2.

Experience Substitution: Possession of an earned master's degree granted by an accredited institution of higher education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for up to one year of non-State administrative and teaching or research experience. Possession of an earned doctoral degree granted by an accredited institution of higher education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for up to two years of non-State administrative and teaching or research experience.

#### ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

##### Either I

One year of policy research and analysis experience under the supervision of a project leader, gathering and analyzing data, developing policy statements for consideration by management, and drafting reports, either (1) at an agency responsible for statewide or national coordination of postsecondary education; or (2) in the headquarters office of a system of higher education such as the Chancellor's or President's Office.

##### Or II

Two years of experience in one or a combination of (1) policy research and analysis in matters affecting postsecondary education; or (2) capital outlay for an agency at the State or Federal policy level; or (3) teaching full time in an accredited college or university with at least six months of experience in higher education policy research and analysis.

#### SENIOR ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

##### Either I

One year of experience in the California state service performing postsecondary education research duties of an Associate In Postsecondary Studies, Range B.

##### Or II

Three years of experience in the field of higher education as a project leader conducting policy research and analysis studies or staff planning activities in educational programs, fiscal matters, administrative problems, or related matters in one or a combination of (1) an agency responsible for statewide or national coordination of postsecondary education; or (2) in the headquarters office of a system of higher education, such as the Chancellor's or President's Office.

## CHIEF ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

Either I

Two years of experience in the California state service performing the duties of a Associate In Postsecondary Education Studies, Range B, or one year of experience performing the duties of a Senior Associate In Postsecondary Education Studies.

Or II

Four years of experience in the field of higher education as a project leader conducting policy research and analysis studies or staff planning activities in educational programs, fiscal matters, administrative problems, or related matters in one or a combination of (1) an agency responsible for statewide or national coordination of postsecondary education; or (2) in the headquarters office of a system of higher education, such as the Chancellor's or President's Office.

POSTSECONDARY EDUCATION MANAGER

POSTSECONDARY EDUCATION MANAGER, CEA

## REQUIREMENTS FOR BOTH CLASSES:

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Associate In Postsecondary Education Studies, or one year of experience performing the duties of a Chief Associate In Postsecondary Education Studies.

Or II

Five years of experience in the field of higher education in one or a combination of the following activities: (1) as project leader conducting policy research studies and analysis or staff planning activities in educational programs, fiscal matters, administrative problems, or related matters either at an agency responsible for statewide or national coordination of postsecondary education or in the headquarters office of a system of higher education, such as the Chancellor's or President's Office (at least 18 months of administrator experience is required and may be counted toward the five-year experience requirement); or (2) as an administrator in an accredited college or university at the level of a vice president, dean, division chairperson, or equivalent administrative rank.

and

ADDITIONAL REQUIREMENTS FOR POSTSECONDARY EDUCATION MANAGER, CEA

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be an employee of the Legislature for two or more consecutive years.



CHIEF DEPUTY DIRECTOR, CALIFORNIA POSTSECONDARY EDUCATION COMMISSION  
~~CHIEF DEPUTY DIRECTOR, CALIFORNIA POSTSECONDARY EDUCATION~~  
~~COMMISSION, CEA~~

~~REQUIREMENTS FOR BOTH CLASSES:~~

Education: In addition to an earned bachelor's degree, requires possession of an earned graduate degree, preferably at the doctoral level, granted by an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2.

and

Either I

Experience: One year of experience in the California state service performing the duties of a Postsecondary Education Manager, CEA, or Postsecondary Education Manager.

Or II

Two years of experience in the California state service in a class comparable in level of responsibility to a Chief Associate In Postsecondary Education Studies.

Or III

Broad, extensive (more than five years), and progressively responsible experience in the field of postsecondary education which has included substantial administrator responsibilities in an accredited college or university at the level of a vice president, dean, division chairperson, or equivalent administrative level. (Up to two years' experience gained outside the campus setting performing duties at least comparable in level of responsibility to the Postsecondary Education Manager, CEA, in the California state service may be applied toward this pattern.)

and

~~ADDITIONAL REQUIREMENTS FOR CHIEF DEPUTY DIRECTOR, CALIFORNIA~~  
~~POSTSECONDARY EDUCATION COMMISSION, CEA~~

~~Either I~~

~~Must be a civil service employee with permanent civil service status.~~

~~Or II~~

~~Must be an employee of the Legislature for two or more consecutive years.~~

ADDITIONAL DESIRABLE QUALIFICATION FOR BOTH CLASSES QUALIFICATIONS

Demonstrated postsecondary education leadership ability through achieving agreement on policy by negotiation and reconciliation of differing views when dealing with high level officials, and by providing high level consultation on sensitive policy and program issues. More weight will be given to breadth and recency than to length of experience.

KNOWLEDGE AND ABILITIES

## ALL LEVELS:

Knowledge of: Principles, practices, standards, trends, and procedures in one or more policy areas such as facilities planning for postsecondary education, curricula, and instructional methods, or finance and budget preparation and analysis; principles and practices of educational organization and administration; research methods and techniques; report writing; and Federal and State legislation and administrative policies pertaining to postsecondary education.

Ability to: Assist in designing, conducting, and presenting research studies; participate effectively in conferences and meetings; establish and maintain good relationships with those contacted in the work; analyze situations accurately and take effective action; and present ideas clearly and concisely in oral and written form.

## CHIEF ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

Knowledge of: In addition to the above, the administration, organization, functions and programs of postsecondary education in the United States; literature in the field of postsecondary education; and principles of organization, management, supervision, and human relations.

Ability to: In addition to the above, design, direct and conduct educational research studies; direct committees and chair meetings; direct the work of others; orally present completed studies to the California Postsecondary Education Commission and other bodies; and effectively represent the California Postsecondary Education Commission and the Executive Director, as assigned.

POSTSECONDARY EDUCATION MANAGER  
POSTSECONDARY EDUCATION MANAGER, CEA

Knowledge of: In addition to the above, knowledge of the important contemporary issues in postsecondary education; the dynamics of the faculty-student-administration-governing board relationships in postsecondary education; the Legislature and Federal policy makers; public and private organizations, bodies, and groups concerned with postsecondary education in California and postsecondary education finance; budgeting and personnel management principles and practices; and State and departmental affirmative action programs and the processes available to meet affirmative action objectives.

Ability to: In addition to the above, supervise and manage subordinate staff; analyze and present major policies; establish and maintain effective working relations with top administrative personnel

in the college segments, educational agencies, and other jurisdictions and organizations; effectively carry out State and departmental affirmative action programs.

CHIEF DEPUTY DIRECTOR, CALIFORNIA POSTSECONDARY EDUCATION COMMISSION  
~~CHIEF DEPUTY DIRECTOR, CALIFORNIA POSTSECONDARY EDUCATION COMMISSION,~~  
 CEA

Knowledge of: In addition to the above, knowledge of the principles of public administration, program development, and implementation.

Ability to: In addition to the above, advise the Commission, the Executive Director, and other important officials on significant policy and program matters; and assist in designing and presenting budgets and financial programs.

#### SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to participate in professional groups and organizations and willingness to travel throughout the State and nation.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Associate In Postsecondary Education Studies	11/14/89	--	--
Senior Associate In Post- secondary Education Studies	12/16/65	11/14/89	11/14/89
Chief Associate In Post- secondary Education Studies	11/14/89	--	--
Postsecondary Education Manager, California Post- secondary Education Commission	11/14/89	--	--
Postsecondary Education Manager, California Postsecondary Education Commission, CEA	11/14/89	--	--
Chief Deputy Director, California Postsecondary Education Commission	11/14/89	--	--
<del>Chief Deputy Director, California Postsecondary Education Commission, CEA</del>	<del>10/7/65</del>	<del>11/14/89</del>	<del>11/14/89</del>

ALTERNATE RANGE CRITERIA 295

Established November 14, 1989

Range A. This range shall apply to those individuals who do not meet the criteria for Range B.

Range B. This range shall apply to those individuals who have satisfactorily completed 12 months as an Associate In Postsecondary Education Studies, Range A, or who have:

1. Two years of policy research and analysis experience under the supervision of a project leader, gathering and analyzing data, developing policy statements for consideration by management, and drafting reports, either (1) at an agency responsible for statewide or national coordination of postsecondary education; or (2) in the headquarters office of a system of higher education, such as the Chancellor's or President's Office<sub>+</sub> or
2. Three years of experience, either (1) involving policy research and analysis in matters affecting postsecondary education; or (2) involving capital outlay for an agency at the State or Federal policy level; or (3) as a full-time teacher in an accredited college or university with at least one-year experience in higher education policy research and analysis<sub>+</sub> or
3. An earned doctorate degree granted by an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2<sub>+</sub> or
4. An earned master's degree granted by an accredited institution of higher learning or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 and at least one year of additional experience as shown in 1. above or eighteen months of additional experience as shown in 2. above.

(Experience and/or education used to qualify under the minimum qualifications for this class may not be utilized again for movement to Range B.)

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

TAX AUDITOR, BOARD OF EQUALIZATION  
 Series Specification  
 (Established May 23, 1979)

### SCOPE

This series specification describes ~~seven~~ six Tax Auditor classifications used by the State Board of Equalization. These classes are used for positions with professional, supervisorial, or managerial responsibilities in the State Board of Equalization business taxes audit program.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JH53	4267	Tax Auditor, Board of Equalization
JH50	4281	Associate Tax Auditor, Board of Equalization
<del>JH45</del>	<del>4282</del>	<del>Staff Tax Auditor, Board of Equalization</del>
JH40	4280	Supervising Tax Auditor I, Board of Equalization
JH30	4277	Supervising Tax Auditor II, Board of Equalization
JH20	4271	Supervising Tax Auditor III, Board of Equalization
JH10	4270	Principal Tax Auditor, Board of Equalization

### DEFINITION OF SERIES

Tax Auditors either: (1) conduct field audits of taxpayers' accounting books and records, using generally accepted auditing standards and procedures to ensure correct reporting of business taxes; or (2) perform audit-related functions in Headquarters. Supervising Tax Auditors I, II, and III either: (1) plan, direct, and evaluate the work of an audit crew, unit, or program; or (2) in the Hearing Section of the Legal Section, conduct informal tax hearings. The Principal Tax Auditor manages the State Board of Equalization's business taxes audit programs.

### ENTRY LEVEL

Entry into this series is typically at the Tax Auditor classification.

DEFINITION OF LEVELS

## TAX AUDITOR, BOARD OF EQUALIZATION

This is the recruiting/training and journey level of the series. Under close supervision, incumbents either: (1) conduct the least-to-moderately difficult field audits, assist in the more difficult field audits, correspond with taxpayers, and answer tax-related questions; or (2) in a Headquarters unit, review field audit reports or petitions for redetermination and claims for refund; and correspond and discuss the application of tax laws with taxpayers, attorneys, accountants, and District office staff.

## ASSOCIATE TAX AUDITOR, BOARD OF EQUALIZATION

This is the full journey level in the series. Incumbents, under general direction, either: (1) conduct the more difficult and complex audits, which may include leading lower level auditors; or (2) in a Headquarters unit, review field audit reports or petitions for redetermination and claims for refund; prepare summaries and statements of fact for use in hearings or court proceedings; and correspond and discuss the application of tax laws with taxpayers, attorneys, accountants, and District office staff.

~~STAFF TAX AUDITOR, BOARD OF EQUALIZATION~~

~~This is the advanced journey or specialist level in the series. Incumbents, under general guidance, either: (1) conduct the most difficult and complex audits, typically consisting of the largest industrial corporations in the United States; or (2) review all field audit reports in a District office; or (3) in a Headquarters unit, perform specialized, complex auditing work.~~

## SUPERVISING TAX AUDITOR I, BOARD OF EQUALIZATION

This is the first supervisory level in the series. Incumbents either: (1) supervise a large group of field auditors conducting audits of moderate to high level difficulty; or (2) supervise an audit group, in a Headquarters unit, performing moderate to high level specialized Headquarters audit functions.

## SUPERVISING TAX AUDITOR II, BOARD OF EQUALIZATION

Incumbents at this level either: (1) at the first management level in all but the largest District Offices, through multiple subordinate supervisors, direct the audit program; or (2) in the largest district offices, supervise a large group of Associate and Staff Tax

Auditors conducting the most difficult field audits or (3) in a Headquarter's unit, supervise an audit group performing the most difficult and highly specialized audit functions; or (4) in the Hearing Section of the Legal Section, conduct formal hearings on taxpayer's protests of audit procedures or findings, recommend the next appropriate step for cases, and present tax cases before the State Board of Equalization.

#### SUPERVISING TAX AUDITOR III, BOARD OF EQUALIZATION

This is the first management level of the series. Incumbents either: (1) direct, through multiple subordinate supervisors, the audit program in the largest district offices; or (2) direct the Headquarter's staff units performing the audit processing functions.

#### PRINCIPAL TAX AUDITOR, BOARD OF EQUALIZATION

This is the highest level in the series. The incumbent, under the general direction of the Deputy Director, Business Taxes Department, Board of Equalization, develops and interprets uniform policies, programs, and practices for the statewide administration of the business taxes audit program and directs the Headquarter's audit staff support activities for the business taxes audit program.

#### MINIMUM QUALIFICATIONS

##### ALL LEVELS:

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

##### Education:

##### Either I

Equivalent to graduation from college, with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

Or II

Completion of either:

- a. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law. or
- b. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

(Applicants who will complete course work requirements outlined under a and b above during the current quarter or semester will be admitted to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

## ASSOCIATE TAX AUDITOR, BOARD OF EQUALIZATION

Either I

One year of experience in the California state service performing duties at a level equivalent to a Tax Auditor, Board of Equalization, Range B. (Promotional candidates within six months of satisfying this requirement will be admitted to the examination but must fully meet the requirement before being considered eligible for appointment.)

Or II

Three years of professional experience in government, commercial, or public auditing performing analytical or critical examination of records or books of account with responsibility for laying out audit programs and determining verification procedures to be used in determining the scope of work to be performed, at least one year of which shall have been equivalent in responsibility to that involved in making the more difficult field or office audits. (Experience in California state service applied toward this pattern must include one year of experience at a level equivalent to a Tax Auditor, Board of Equalization, Range B.)

~~STAFF TAX AUDITOR, BOARD OF EQUALIZATION~~~~Either I~~

~~One year of experience in California state service performing duties at a level equivalent to Associate Tax Auditor, Board of Equalization.~~

~~Or II~~

~~Four years of professional experience in government, commercial, or public auditing performing analytical or critical examination of~~



~~records or books of account with responsibility for laying out audit programs and determining verification procedures to be used in determining the scope of work to be performed, at least one year of which shall have been equivalent in responsibility to that involved in making the more difficult field or office audits. (Experience in California state service applied toward this pattern must include one year of experience at a level equivalent to Associate Tax Auditor, Board of Equalization.)~~

#### SUPERVISING TAX AUDITOR I, BOARD OF EQUALIZATION

##### Either I

One year of experience in the California state service performing duties at a level equivalent to an Associate Tax Auditor, Board of Equalization.

##### Or II

Four years of professional experience in government, commercial, or public auditing performing analytical or critical examination of records or books of account with responsibility for laying out audit programs and determining verification procedures to be used in determining the scope of work to be performed, at least one year of which shall have been equivalent in responsibility to that involved in supervising a crew conducting field audits to determine tax liability. (Experience in the California state service applied toward this pattern must include one year of experience at a level equivalent to an Associate Tax Auditor, Board of Equalization.)

#### SUPERVISING TAX AUDITOR II, BOARD OF EQUALIZATION

##### Either I

One year of experience in the California state service performing duties at a level equivalent to ~~Staff Tax Auditor, Board of Equalization, or a~~ Supervising Tax Auditor I, Board of Equalization.

##### Or II

Five years of professional experience in government, commercial, or public auditing, at least one year of which shall have been equivalent in responsibility to that involved in directing an audit program with several field crews of tax auditors or in performing highly specialized major audit functions in determining tax liability. (Experience in the California state service applied toward this pattern must include at least one year at a level equivalent to ~~Staff Tax Auditor, Board of Equalization, or a~~ Supervising Tax Auditor I, Board of Equalization.)

## SUPERVISING TAX AUDITOR III, BOARD OF EQUALIZATION

Either I

One year of experience in the California state service performing duties at a level equivalent to a Supervising Tax Auditor II, Board of Equalization.

Or II

Two years of experience in the California state service performing duties at a level equivalent to ~~Staff Tax Auditor, Board of Equalization, or~~ a Supervising Tax Auditor I, Board of Equalization.

Or III

Broad and extensive (more than five years) professional experience in government, commercial, or public auditing, at least two years of which shall have been equivalent in responsibility to that involved in directing an audit program with several field crews of tax auditors or in performing highly specialized major audit functions in determining tax liability. (Experience in the California state service applied toward this pattern must include at least two years of experience at a level equivalent to ~~Staff Tax Auditor, Board of Equalization, or~~ a Supervising Tax Auditor I, Board of Equalization.)

## PRINCIPAL TAX AUDITOR, BOARD OF EQUALIZATION

Either I

One year of experience in the California state service performing administrative or supervisory tax audit duties at a level equivalent to a Supervising Tax Auditor III, Board of Equalization.

Or II

Two years of experience in the California state service performing administrative or supervisory tax audit duties at a level equivalent to a Supervising Tax Auditor II, Board of Equalization.

Or III

Broad and extensive (more than five years) professional auditing experience in government, commercial, or public auditing, at least two years of which shall have been equivalent in responsibility to that involved in directing an audit program, several field crews of tax auditors, or in performing highly specialized major audit functions in determining tax liability. (Experience in the California state service applied toward this requirement must include at least two years of experience at the level of a Supervising Tax Auditor II, Board of Equalization.)

KNOWLEDGE AND ABILITIES

## ALL LEVELS:

Knowledge of: General accounting and auditing principles and procedures and business law.

Ability to: Apply the required knowledge; conduct audits or financial examinations of taxpayer's accounts and records; meet with and obtain the cooperation of persons subject to tax or regulation; create and maintain an atmosphere of good will in beginning and completing an audit and disclosing findings critical in nature; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; and communicate effectively.

ASSOCIATE TAX AUDITOR, BOARD OF EQUALIZATION  
~~STAFF TAX AUDITOR, BOARD OF EQUALIZATION~~

Knowledge of: All of the above; and specialized practices and procedures used in tax auditing; provisions of the tax laws administered by the State Board of Equalization, related legal opinions and court decisions, and departmental policies, rules, and regulations; and organization of the State Board of Equalization, particularly the tax auditing programs.

Ability to: Apply the required knowledge.

SUPERVISING TAX AUDITOR I, BOARD OF EQUALIZATION  
 SUPERVISING TAX AUDITOR II, BOARD OF EQUALIZATION  
 SUPERVISING TAX AUDITOR III, BOARD OF EQUALIZATION  
 PRINCIPAL TAX AUDITOR, BOARD OF EQUALIZATION

Knowledge of: All of the above; principles, practices, and trends of public and business administration; principles and techniques of personnel management, supervision, and employer-employee relations; departmental administrative goals and policies; ~~the State Board of Equalization's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Apply the required knowledge; plan, organize, and direct the work of a staff engaged in tax auditing; develop the skills and abilities of subordinate staff; motivate subordinate staff to establish group and organizational goals; resolve complex supervisorial and managerial problems; ~~and effectively contribute to the State Board of Equalization's affirmative action objectives~~ effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Tax Auditor, Board of Equalization, Series

-8-

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel and work odd hours away from the office.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Tax Auditor, Board of Equalization	1/11/89	--	--
Associate Tax Auditor, Board of Equalization	1/8/59	1/11/89	1/11/89
<del>Staff Tax Auditor, Board of Equalization</del>	<del>5/23/79</del>	<del>1/11/89</del>	<del>1/11/89</del>
Supervising Tax Auditor I, Board of Equalization	1/8/59	1/11/89	--
Supervising Tax Auditor II, Board of Equalization	1/8/59	1/11/89	--
Supervising Tax Auditor III, Board of Equalization	1/6/50	1/11/89	1/8/59
Principal Tax Auditor, Board of Equalization	5/14/80	1/11/89	--

ccd/sks

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

TAX TECHNICIAN, BOARD OF EQUALIZATION  
 Series Specification  
 (Established September 7, 1993)

### SCOPE

This series specification describes ~~six~~ five Tax Technician classifications used in district and headquarters offices throughout the Board of Equalization. These classes perform a variety of paraprofessional, technical, and statistical work in support of the program functions of the Board of Equalization.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
CX85	1973	Tax Technician I, Board of Equalization
CX86	1974	Tax Technician II, Board of Equalization
CX87	1975	Tax Technician III, Board of Equalization
<del>CX88</del>	<del>1976</del>	<del>Supervising Tax Technician I, Board of</del> <del>Equalization</del>
CX89	1977	Supervising Tax Technician II, Board of Equalization
CX90	1978	Supervising Tax Technician III, Board of Equalization

### DEFINITION OF SERIES

Positions allocated to this series are responsible for providing technical support for the Board's professional staff by being regularly required to apply laws, rules, and policies relating to Board of Equalization's programs. Incumbents will be required to learn, perform, and/or supervise work involving registration, maintenance, close-out, and security requirements of tax accounts and property statements; process escrow clearances and issue releases; provide advisory services to taxpayers and other governmental agencies; perform taxpayer interviewer duties; review and approve or deny routine claims for refund; adjust and verify statistical information and prepare reports; maintain and update maps; do set-up work for appraisers; estimate values of aircraft and vehicles; perform cashier duties; provide initial taxpayer contact on billings, delinquencies, and revocations of tax accounts; establish, clear, and control delinquencies of tax accounts; recommend liens or refunds and apply or refund unapplied credits, security, or citations; prepare complex adjustments to the accounts receivable system; review schedule type returns and allocate State, county, and local taxes; review, evaluate, and process security; and adjust billings and accounts receivable on petitioned cases.

FACTORS AFFECTING POSITION ALLOCATION

Variety, complexity, and difficulty of work; supervision received; type and frequency of contacts with other units, sections, agencies, and the public; the degree of independence and judgment required in making determinations and the consequences of erroneous determinations serve as the major differentiating factors between classes. Additional considerations which enter into determination of borderline allocations include such things as the experience and knowledge necessary to perform the work.

DEFINITION OF LEVELS

## TAX TECHNICIAN I, BOARD OF EQUALIZATION

This is the entry and first journey level of the series. Under close supervision, incumbents learn and perform the less difficult and complex technical work such as: registration, maintenance, close-out, and security requirements of tax accounts and property statements by remote entry; process escrow releases; and provide routine advisory services to taxpayers and other governmental agencies by phone or in writing. Positions allocated to this level may also learn and perform duties in the more varied and complex program areas.

## TAX TECHNICIAN II, BOARD OF EQUALIZATION

This is the full journey level of the series. Positions allocated to this level are distinguished from positions at the first journey level in that incumbents perform the full range of duties under general supervision, exercise a higher degree of judgment and initiative than expected at the lower level and are responsible for the more complex technical duties. Incumbents may: perform the full range of taxpayer interviewer duties or tax return review and verification duties; review and approve or deny routine claims for refunds; perform registration, account maintenance and close-out duties for the special and property tax programs; process escrow clearances and issue release; adjust and verify statistical information and prepare reports; maintain and update maps; do set-up work for appraisers; estimate values of aircraft and vehicles; perform cashier duties; and provide advisory services to the public.

## TAX TECHNICIAN III, BOARD OF EQUALIZATION

This is the advanced journey level of the series. Under general direction and with very little day-to-day supervision, incumbents serve as the expert staff resource responsible for the most difficult and complex technical duties. Incumbents may: provide the initial taxpayer contact on selected billings, delinquencies, and revocations

of tax accounts and the less difficult collection cases; serve in a lead capacity over lower level Tax Technicians performing taxpayer interviewer duties; establish, clear, and control delinquencies of tax accounts; recommend liens or refunds and apply or refund unapplied credits, security, or citations; prepare complex adjustments to the accounts receivable system; review schedule type returns for transfers and questionable funding and allocate funds to State, county, local, and transit district; review, evaluate, and process security; adjust billings and accounts receivable on petitioned cases; establish and maintain control on the proper filing of property statements; and recommend the granting of extensions of time or impose penalties.

#### ~~SUPERVISING TAX TECHNICIAN I, BOARD OF EQUALIZATION~~

~~This is the first supervisory level in the series. Incumbents plan, organize, and direct the work of a small group (3-11) comprised primarily of Tax Technicians I, Board of Equalization, select and train employees, and personally perform the most difficult work.~~

#### SUPERVISING TAX TECHNICIAN II, BOARD OF EQUALIZATION

This is the ~~second~~ first supervisory level in the class series. Incumbents either plan, organize, and direct the work: (1) of a small group (3-11) comprised primarily of Tax Technicians II and may personally perform the most difficult work; or (2) as a full supervisor may supervise a small group (3-11) comprised of Tax Technicians I and II performing a variety of program functions; or (3) as a full supervisor, may supervise ~~through subordinate supervisors~~ a medium size group (9-14) comprised primarily of Tax Technicians I and II; and select and train employees.

#### SUPERVISING TAX TECHNICIAN III, BOARD OF EQUALIZATION

This is the ~~third~~ second supervisory level in the class series. Incumbents either plan, organize and direct the work: (1) through subordinate supervisors, a large group (12-20) comprised of primarily Tax Technicians I and II or (2) of a small group (3-11) of primarily Tax Technicians III; and select and train employees.

#### MINIMUM QUALIFICATIONS

##### TAX TECHNICIAN I, BOARD OF EQUALIZATION

##### Either I

In the California state service, either: (a) six months of experience performing the duties at a level of responsibility not less than that

of an Office Assistant; or (b) one year of experience performing the duties of an Assistant Clerk.

Or II

Education: Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

#### TAX TECHNICIAN II, BOARD OF EQUALIZATION

Either I

In the California state service, either: (a) six months of experience performing the duties of a Tax Technician I, Board of Equalization, Range B; or (b) one year of experience performing the duties at a level of responsibility not less than that of Tax Technician, Board of Equalization, Range A, which provides a familiarity with the various programs administered by the Board of Equalization.

Or II

Two years of experience in a governmental or private agency performing duties which provide a basic familiarity with the regulations and policies governing the various tax programs administered by the Board of Equalization. (Experience in California state service applied toward this requirement must include at least one year in a class with a level of responsibility not less than that of Tax Technician I, Board of Equalization, Range A, which provides a familiarity with the various tax programs administered by the Board of Equalization.)

#### TAX TECHNICIAN III, BOARD OF EQUALIZATION

Either I

In the California state service, either: (a) one year of experience performing the duties of a Tax Technician II, Board of Equalization ~~or Supervising Tax Technician I, Board of Equalization~~; or (b) 18 months performing the duties of a Tax Technician I, Board of Equalization, Range B.

Or II

Three years of experience in a governmental or private agency performing duties which provide knowledge of the laws, rules, and regulations pertaining to the tax programs administered by the Board of Equalization. (Experience in the California state service applied toward this requirement must include one year in a class with a level of responsibility not less than Tax Technician II, Board of Equalization.)



Tax Technician, Board of Equalization, Series

-5-

~~SUPERVISING TAX TECHNICIAN I, BOARD OF EQUALIZATION~~~~Either I~~~~In California state service, one year of experience performing the duties of a Tax Technician I, Board of Equalization, Range B.~~~~Or II~~~~Two years of experience in a governmental or private agency performing duties which provide knowledge of the laws, rules and regulations pertaining to the various tax programs administered by the Board of Equalization. (Experience in California state service applied toward this requirement must include one year in a class with a level of responsibility not less than Tax Technician I, Board of Equalization, Range B.)~~

## SUPERVISING TAX TECHNICIAN II, BOARD OF EQUALIZATION

Either I

In the California state service, either: (a) one year of experience performing the duties of a Tax Technician II, Board of Equalization ~~or a Supervising Tax Technician I, Board of Equalization~~; or (b) 18 months of experience performing the duties of a Tax Technician I, Board of Equalization, Range B.

Or II

Three years of experience in a governmental or private agency performing duties which provide knowledge of the laws, rules, and regulations pertaining to the various tax programs administered by the Board of Equalization. (Experience in the California state service applied toward this requirement must include one year in a class with a level of responsibility not less than a Supervising Tax Technician II, Board of Equalization.)

## SUPERVISING TAX TECHNICIAN III, BOARD OF EQUALIZATION

Either I

In the California state service, either: (a) one year of experience performing the duties of a Supervising Tax Technician II, Board of Equalization, or a Tax Technician III, Board of Equalization; or (b) two years of experience performing the duties of a ~~Supervising Tax Technician I, Board of Equalization or Tax Technician II, Board of~~ Equalization.

Or II

Four years of experience in a governmental or private agency performing duties which provide knowledge of the laws, rules, and regulations pertaining to the various tax programs administered by the Board of Equalization. (Experience in the California state service applied toward this requirement must include one year in a class with a level of responsibility not less than Supervising Tax Technician II, Board of Equalization.)

KNOWLEDGE AND ABILITIES

## ALL LEVELS:

Knowledge of: Modern office methods and procedures; business terminology as it relates to the tax programs administered by the Board of Equalization; rules, regulations, general organization, and procedures of the Board of Equalization; grammar, spelling, punctuation, and modern English usage; and arithmetic.

Ability to: Communicate at a level required for successful job performance; perform mathematical computations; apply laws, rules, and regulations; interpret and use reference material; follow instructions; use tact and good judgment in dealing with fellow employees, the public, and other governmental entities; interpret written and numerical data; learn to utilize personal computer/~~microcomputer~~ systems and software applications in the performance of technical work; communicate effectively over the telephone and in person; accept increasing responsibility; and be flexible and adapt to changes in procedures and/or workload.

## TAX TECHNICIAN II, BOARD OF EQUALIZATION

Knowledge of: All of the above, and a working knowledge of the laws, rules, regulations, policies, and procedures administered by the Board of Equalization.

Ability to: Perform all of the above, and apply and interpret well-defined sections of the laws, rules, and regulations governing the various tax programs administered by the Board of Equalization; recognize questions and/or situations outside of the employee's area of responsibility or knowledge and refer them to the appropriate person(s); independently research problems and take or recommend action; function effectively under pressure; and work independently.

## TAX TECHNICIAN III, BOARD OF EQUALIZATION

Knowledge of: All of the above, and in-depth knowledge of the laws, rules, regulations, policies, and procedures administered by the Board of Equalization.

Ability to: Perform all of the above and apply well-defined sections of the laws, rules, regulations, policies, and procedures administered by the Board of Equalization; accept increasing responsibility; be flexible and adapt to changes in procedures and/or workload; function effectively under pressure; recognize questions and situations outside area of responsibility and refer them to the appropriate persons; serve in a lead capacity in advising and training less experienced and

knowledgeable staff; work independently with minimal direction; and accept increasing responsibility for difficult and complex work and for accuracy and thoroughness in completed work.

~~SUPERVISING TAX TECHNICIAN I, BOARD OF EQUALIZATION~~  
 SUPERVISING TAX TECHNICIAN II, BOARD OF EQUALIZATION  
 SUPERVISING TAX TECHNICIAN III, BOARD OF EQUALIZATION

Knowledge of: All of the above; principles of effective supervision; supervisory responsibilities under the State Employer/Employee Relations Act; the Board of Equalization's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Perform all of the above and plan, organize, direct, and evaluate the work of subordinate staff; assess the training needs of subordinates; develop staff; establish and maintain cooperative working relationships with those contacted during the course of the work; communicate effectively; effectively participate as a member of the management team; understand and fulfill supervisory responsibilities under the State Employer/Employee Relations Act; and effectively contribute to the Board's affirmative action objectives.

#### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Tax Technician I, Board of Equalization	9/7/93	--	--
Tax Technician II, Board of Equalization	9/7/93	--	--
Tax Technician III, Board of Equalization	9/7/93	--	--
<del>Supervising Tax Technician I, Board of Equalization</del>	<del>9/7/93</del>	<del>—</del>	<del>—</del>
Supervising Tax Technician II, Board of Equalization	9/7/93	--	--
Supervising Tax Technician III, Board of Equalization	9/7/93	--	--

(Cal. 09/20/06)

**MEMO TO :** STATE PERSONNEL BOARD

**FROM :** KAREN COFFEE, Chief, Merit Employment and  
Technical Resources Division

**SUBJECT :** Staff Calendar Items for Board Information

**MEDICAL RECORD DIRECTOR**

The Office of the California Prison Healthcare Receiver proposes revisions to the Medical Record Director classification specification. The Receiver's revisions provide for use of the class within an institutional setting and do not impact current incumbents.

Page

501



## CALIFORNIA STATE PERSONNEL BOARD

ARNOLD SCHWARZENEGGER, Governor

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov



## MEMORANDUM

TO: State Personnel Board

FROM: Karen Coffee, Chief  
Jennifer Roche, CEA and Board Item Unit  
Merit Employment and Technical Resources Division  
State Personnel Board

SUBJECT: Revision to Medical Record Director Classification Specification

## PROPOSED ACTION:

On behalf of the Federal Receiver Robert Sillen, the California Department of Corrections and Rehabilitation (CDCR) proposes that the attached classification revision so the Medical Record Director be adopted.

Staff is in agreement with this proposal.

## BACKGROUND:

The Receiver request this revision so that he can hire Medical Record Directors to join the medical care teams in California's prisons, pursuant to the Federal Court order vesting him with the power to hire, supervise, promote, transfer and take all other personnel action regarding California Department of Corrections and Rehabilitation employees who can perform services related to the delivery of mental health care in the prisons. A copy of the order is attached for your convenience.

## APPROVAL:

SPB Staff Signature:

*Daisy McKenzie*Title: *Staff Services Manager II*Effective Date: *8/16/06*

## CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: CW30  
Class Code: 1864  
Established: 8/3/51  
Revised: 6/3/87  
Title Changed: 6/3/87

MEDICAL RECORD DIRECTORDEFINITION

Under general direction plans, develops, and manages a comprehensive health records system of administrative and clinical data in the Medical Records section of each State hospital, ~~or~~ licensed care facility, or correctional facility; manages and directs a staff and oversees a health record system that meets medical, administrative, legal, ethical regulatory agency, and facility requirements; and ~~to do~~ does other related work.

TYPICAL TASKS

Plans, develops, and directs a health records system to meet the facility's goals, standards of accreditation, third-party payor, and regulatory agency requirements; develops and implements policies and procedures for information handling and dissemination in accordance with professional ethics and in conformity with applicable Federal, State, and local statutes and regulations; develops methods for and conducts evaluation of health record content; collects and analyzes health record data for statistical, reimbursement, and patient care evaluation; advises and assists with implementation relative to health record policies; complies and/or assists in maintaining a complete computerized health record system; manages health record data to link clinical data to reimbursement; is the resource person for Federal and State regulations, Medicare, Medi-Cal, and other third-party payor provider reviews, and utilization review of program requirements; liaison between the facility and programs; serves as an integral part of the facility-wide quality assurance program; coordinates the activities of the utilization review program and medical record committee; serves as a member of other clinical and administrative committees; develops in-service educational materials and conducts instructional programs for health record, administrative, and clinical staff; assists in scientific research and compiles statistical analyses; and develops and maintains health data retention schedules and retrieval systems.

MINIMUM QUALIFICATIONSEither I

Registration by the American Medical Record Association as a Registered Record Administrator or eligibility for examination for registration. (Applicants who are not Registered Record Administrators will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.)  
and

Two years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

Or II

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation as evidenced by a statement from the Association before they will be considered eligible for appointment.)  
and

Experience: Four years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

Or III

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation, as evidenced by a statement from the Association before they will be considered eligible for appointment.)  
and

Experience: Two years of experience performing the duties of a Health Records Technician III in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, methods, procedures, and current trends in health information systems and management of health record department; accreditation, certification, and licensing standards; quality assurance standards and techniques; qualitative and quantitative analysis of health records; techniques of word processing and transcription; diagnostic nomenclatures, classification systems, data

abstracting, and retrieval techniques; data processing and computer systems; clinical and legal terminology; health records systems design and form control; current trends of health records data management and linkage of clinical data to reimbursement; organization and management concepts and functions; ~~department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.~~

Ability to: Plan and direct the work of others; analyze policies, procedures, laws and regulations, and apply state-of-the-art knowledge to determine an effective course of action; communicate effectively; coordinate with clinical and administrative staff; develop data display techniques and research methodologies; ~~effectively contribute to the department's affirmative action objectives and effectively~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.